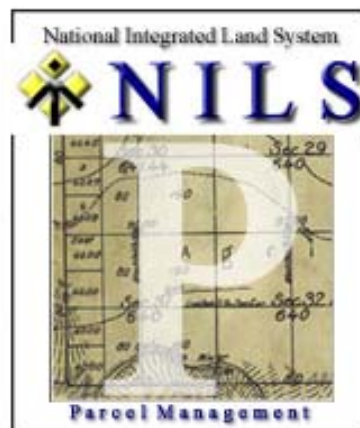




Parcel Management Use Cases

Preliminary Draft

April 2002



Bureau of Land Management

About this document

This document is the preliminary draft of the Parcel Management (PM) use cases for BLM's National Integrated Land System (NILS) project. These use cases together contextualize and document the parcel management functions NILS must ultimately support, and provide the foundation for subsequent elaboration of software specifications that will enable NILS to serve its users.

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Change History

Date	Primary Author	Description
12/12/2001	Parcel Management Use Case Team	First Draft of High Level PM Use Cases
4/20/2002	Mike Larrance, Kate Taylor	Edits to original Use Cases and compilation of document.

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Preface

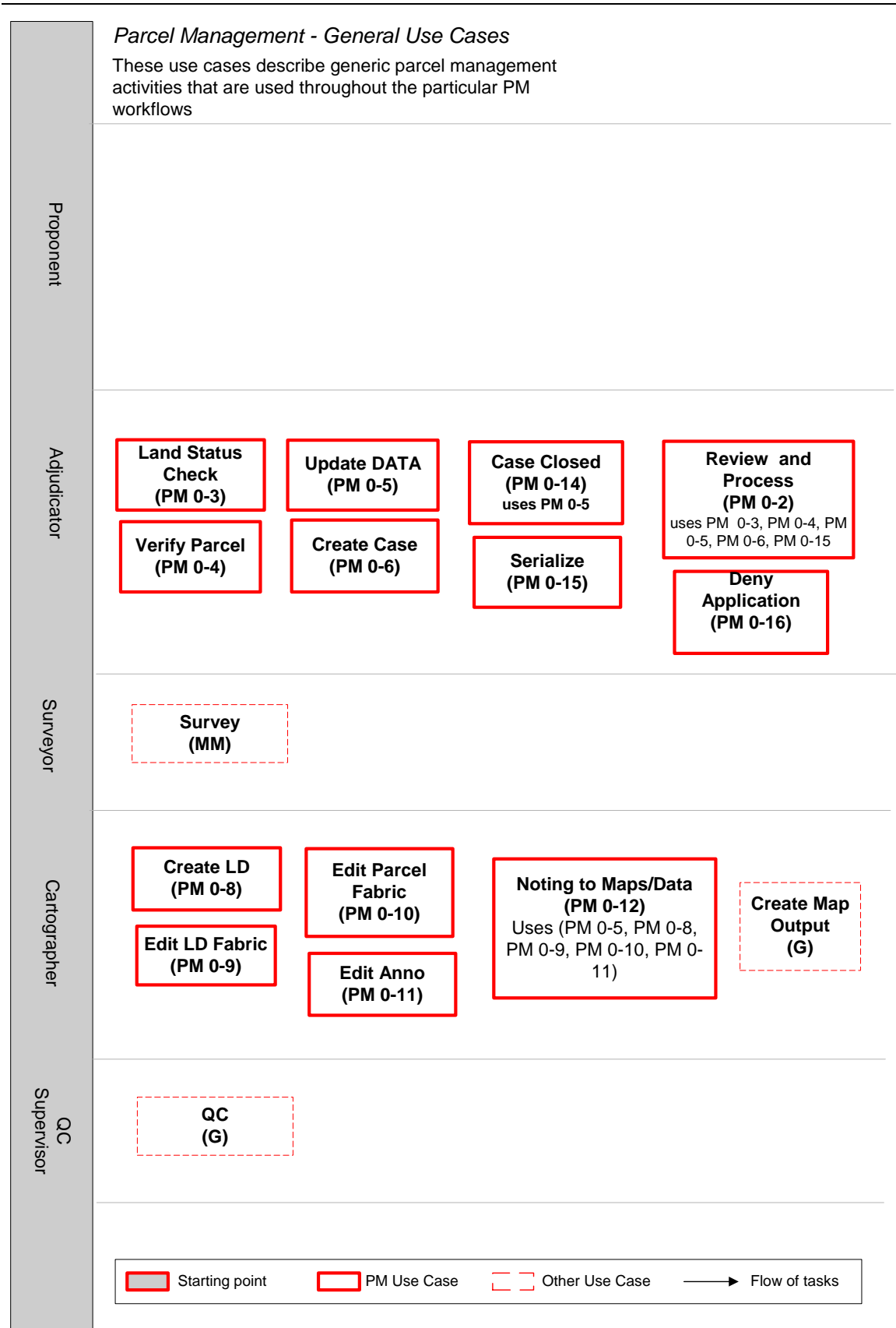
The Parcel Management (“PM”) Use Cases identified in the document are elaborated by text and shown in flow chart context to clarify the relationships among them, and to illustrate their relationships to the overall NILS. The PM Use Case flow chart employs the Use Case identifiers established in the text descriptions (“PM 0-1,” “PM 0-2,” “PM 8-1”, etc.)

Each “series” of use cases refer to a specific business function undertaken for land management activities. For example, the “2” series describes the Land Acquisition business process, while the “8” series describes the FERC withdrawal process. Each of the processes may refer to another process in another series if the tasks are similar. The “0” series describes the general land management processes that are common to many of the other use cases. These have been described first, and will be referenced throughout the other use cases.

The Use Case identification numbers are structured specifically for the purposes of this Parcel Management Use Case document. Some Use Cases in the sequence of Use Case descriptions appear to be missing. These occur where a Use Case was originally listed but later deleted during the analysis process. Rather than re-identify other Use Cases in the sequence due to the deletions, the deleted Use Cases are simply designated as “blank.”

The diagrams used to describe the flow of activities in each use case contain a list of each of the actors in the use case along the vertical axis. The activities undertaken by a particular actor are shown in the “lane” beside each actor. The use cases that are described in further detail in this document are shown in boxes with a bold red outline. The flow of actions between the activities are indicated with arrows between the boxes.

Series 0 – General Use Cases



PM 0-1 (Blank – Deleted During Analysis)**PM 0-2 Review and Process Application**

This is a broad, higher level use case than those that follow, and contextualizes those that follow.

High Level Description	
Purpose	Confirm land availability, determine the validity and completeness of an application and note to the database and/or map(s). The application may be (1) rejected without noting to the map(s) (i.e. when the land is unavailable), (2) entered into the database but not noted to the map(s) (i.e. for selected application types such as mining claims) or (3) noted to the map(s).
Actors	Adjudicators
Precondition	Application is received
Postcondition	Initial review of the application is completed and application is rejected, noted to the data base but not to the maps, or noted to the maps.
Description	Adjudicator may verify parcel, conduct land status check, create case, and/or serialize
Cross reference	Uses: PM 0-3, PM 0-4, PM 0-5, PM 0-6, PM 0-15
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000) and maps (MTP, LSA)
Requirements addressed	

PM 0-3 Determine Land Status

High Level Description	
Purpose	Determine the availability of a parcel of land for a specific proposed purpose (i.e. determine which and how public land order(s) may affect the availability of a parcel of land, or determine if there are other competing claims for the parcel of land).
Actors	Adjudicator
Precondition	Information request, application, or agency motion is received
Postcondition	Land status is known
Description	To determine land status using data and maps. As the land

	status may change, status checks are made at different times in the adjudicative process.
Cross reference	IMBEDDED IN PM-02
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000) and maps (MTP, LSA)
Requirements addressed	

PM 0-4 Verify Parcel Description

High Level Description	
Purpose	Verify the description of a parcel of land as it appears in an application or information request, determine whether the description on the maps (parcel fabric) and in the database must be modified to make the descriptions conform.
Actors	Adjudicator
Precondition	Information request, application, or agency motion is received.
Postcondition	Determination has been reported about whether a modification to the maps (parcel fabric) is required, survey the parcel is required, and/or a nominal location notation is required. In some situations, such as processing a request for information, no change to the map(s) (parcel fabric) will be required even if no matching description is found.
Description	Verify description of the parcel of land and determine whether it matches a description(s) existing on the maps (parcel fabric) and in the database.
Cross reference	IMBEDDED IN PM-02
Development Implications and Considerations	
Data considerations	Involves interaction with application, external databases (ALIS, ALPS, LR2000) and maps (MTP, LSA)
Requirements addressed	

PM 0-5 Update DATA

High Level Description	
Purpose	correct or update the information found in external database(s).
Actors	Adjudicator, surveyor, cartographer

Precondition	Update request is received. An “update request” can consist of any communication confirming that information in the database(s) requires correcting (i.e. a finding or statement that parcel descriptions don’t match, are wrong, or are incomplete), or any evidence of an action that requires updating of the database(s) (i.e. application accepted, conveyance document issued, survey completed).
Postcondition	Information in the database is accurate and complete, and includes descriptors that conform to verified applications or other communications that have been received
Description	To correct or update the information found in the external database(s), or to conform parcel descriptors used in the external database(s) with the those used in a verified application.
Cross reference	Imbedded in PM 0-2
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000)
Requirements addressed	

PM 0-6 Establish Case File

High Level Description	
Purpose	Establish a case file (paper) for document control
Actors	Adjudicator
Precondition	Application, Agency Motion or other initiating document is received.
Postcondition	Case file is established
Description	Establish a case file for document control. This case file may initially consist of a temporary work file.
Cross reference	
Development Implications and Considerations	May consist initially of temporary information that is not ultimately posted to the maps or to the database, if application or other initiating document is rejected
Data considerations	
Requirements addressed	

PM 0-7 (Blank – Deleted During Analysis)

PM 0-8 Create Legal Description

High Level Description	
Purpose	Create a legal land description for a specific purpose when no usable description exists (i.e. a new application). Also, a legal land description may be created when the land is surveyed (i.e. someone applies for title to sec. 6 which is unsurveyed. Survey results in Sec 6 being subdivided into lots 1 through 6 and the east half).
Actors	Adjudicator, surveyor, cartographer
Precondition	Noted determination that no useable land description exists
Postcondition	Legal land description exists for the purpose needed.
Description	To create a new legal description to meet a specific need.
Cross reference	
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000) and maps (MTP, LSA)
Requirements addressed	

PM 0-9 Edit Legal Description Fabric

High Level Description	
Purpose	Modify the legal description fabric (i.e. when an application is filed and accepted for a parcel and the application describes the parcel in terms that are different from those already used in the legal description fabric, or when the legal description fabric is otherwise incomplete or incorrect.
Actors	Adjudicator, surveyor, cartographer
Precondition	No legal description exists for parcel(s) of interest in the legal description fabric, or existing legal description is incomplete, incorrect, or does not conform with parcel descriptors used in accepted application or other initiating document.
Postcondition	Complete, correct and conforming legal description exists in the legal description fabric for parcel(s) of interest.
Description	To modify legal description for each parcel of interest so that the description is correct, complete, and includes descriptors that conform with those used in accepted applications or other initiating documents.
Cross reference	Imbedded in PM-02
Development Implications and	

Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000) and maps (MTP, LSA)
Requirements addressed	

PM 0-10 Edit Parcel Fabric

High Level Description	
Purpose	Modify the parcel fabric to include all descriptors used to refer to a particular parcel in the context of a current transaction (i.e. when an application is filed and accepted for a parcel that is described in several ways such as "lots 1 through 4 of sec. 4, etc.)
Actors	Cartographer, adjudicator
Precondition	Legal description in the parcel fabric is incorrect or incomplete for the purposes of the current transaction.
Postcondition	Parcel description in the parcel fabric is correct and complete for the purposes of the current transaction.
Description	To modify parcel fabric to meet a specific need
Cross reference	Imbedded in PM-02
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000) and maps (MTP, LSA)
Requirements addressed	

PM 0-11 Edit Map Annotations

High Level Description	
Purpose	Correct or update notation(s) on map(s) (MTP, LSA).
Actors	Cartographer
Precondition	I,A notation on a map is inaccurate or incomplete, or an action has occurred that requires updating of a map's annotation.
Postcondition	Notation on the map(s) is accurate, complete, and up to date.
Description	To correct or update the notation(s) on the map(s).
Cross reference	
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS,

	LR2000) and maps (MTP, LSA
Requirements addressed	

PM 0-12 Note to MAPS/DATA

High Level Description	
Purpose	Update maps (MTP, LSA) and databases (ALIS, ALPS, LR2000) to reflect information provided in an application, PLO, survey, conveyance, or other submittal
Actors	Adjudicator, surveyor, cartographer
Precondition	An application, PLO, or other submittal has been verified and accepted and hasn't been noted to the map(s) or entered into the database(s).
Postcondition	Information provided by the application, PLO, or other submittal is noted to the map(s) and database(s).
Description	To add information from an application, PLO, or other submittal to the map(s) (MTP, LSA) and to the databases (ALIS, ALPS, LR2000).
Cross reference	Uses: PM 0-5, PM 0-8, PM 0-9, PM 0-10, PM 0-11
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000) and maps (MTP, LSA
Requirements addressed	

PM 0-13 (Blank – Deleted During Analysis)

PM 0-14 Record Case Closure

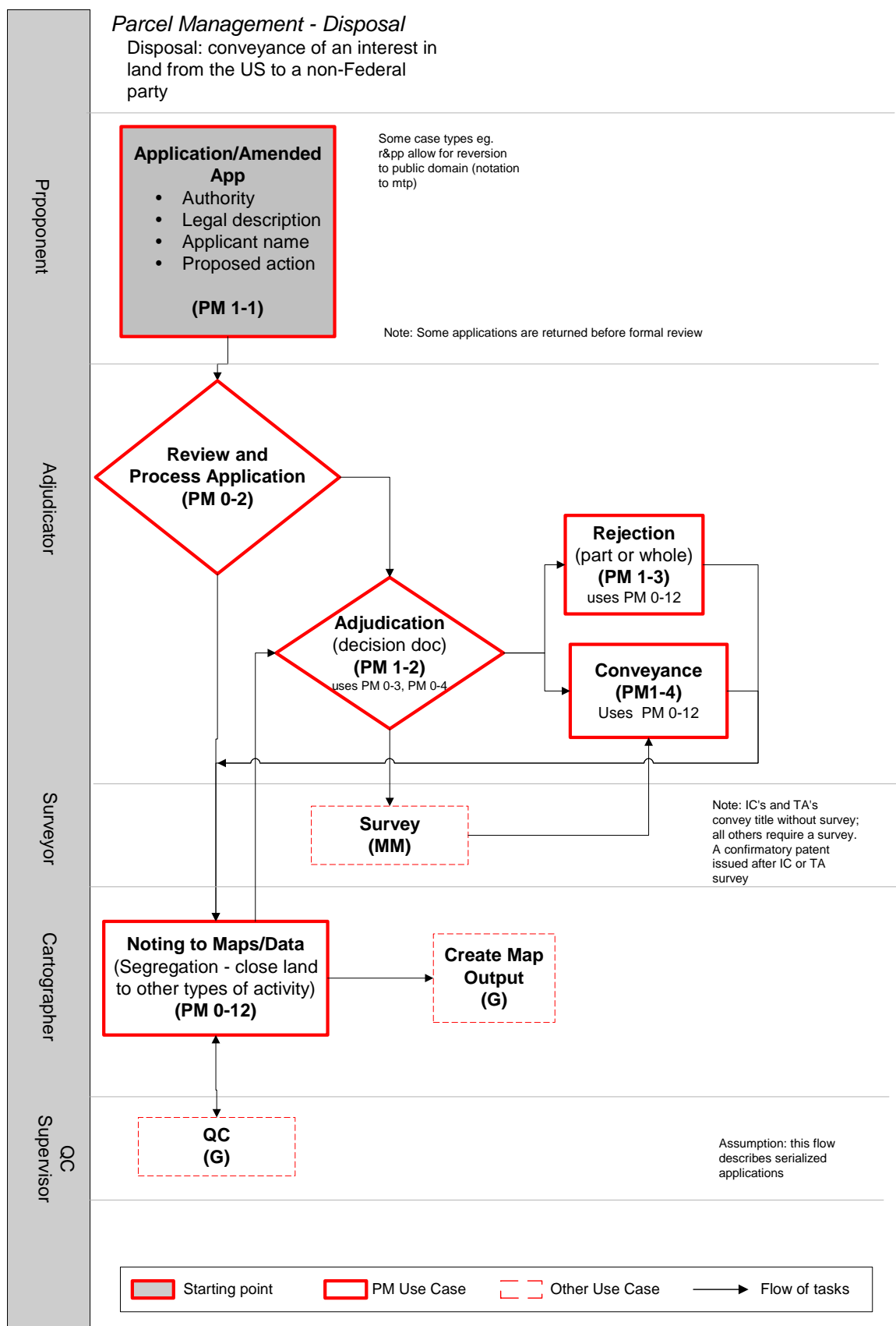
High Level Description	
Purpose	Update records, including map(s) and database(s), to show that a case is closed and no further action is required i.e. the application is removed when the application is rejected or relinquished. The notation is changed to reflect a patent number if closed due to conveyance. The outline of the O&G leases may be retained with only the serial number removed from the map. In special circumstances, the application isn't noted to the data base(s) or map(s) and will not require updating when the application is closed.
Actors	Cartographer, Adjudicator
Precondition	An application is closed and that information hasn't been

	noted to the map(s) or entered into the database(s).
Postcondition	The records, including map(s) and database(s), show that a case is closed.
Description	To update the records, including map(s) and database(s), to show that a case is closed and no further action is required).
Cross reference	
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000) and maps (MTP, LSA)
Requirements addressed	

PM 0-15 Assign Case File Number (Serialize)

High Level Description	
Purpose	Assign a unique BLM case file number to an application, PLO, etc. The application is noted to the map(s) (MTP, LSA) and is entered into the database(s) (ALIS, ALPS, LR2000) and case file tracking system using this unique number. The serialized number is marked on the case file folder.
Actors	Adjudicator
Precondition	An application is accepted and hasn't been assigned a unique BLM case file number.
Postcondition	A unique BLM case file number was assigned to the application.
Description	To assign a unique BLM case file number to an application, PLO, etc.
Cross reference	
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000), including the case file tracking system.
Requirements addressed	

Series 1 – Disposal Use Cases



PM 1-1 Assist with Application and Amendment of Filed Applications

High Level Description	
Purpose	Conduct pre-filing consultation and assist with application filing or amendment of filed applications. (The application is the document submitted to request title, lease, permit, etc. under a federal law or other authority for lands or interests owned or managed by the federal government. An application may be amended. The application may be serialized and noted to the maps and database or held pending completion by the applicant or returned if not acceptable.)
Actors	Adjudicator
Precondition	Someone wishes to file an application or amend an existing application.
Postcondition	An application or amendment to an existing application is filed
Description	An application is filed or an existing application is amended.
Cross reference	
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000) and maps (MTP, LSA)
Requirements addressed	

PM 1-2 Adjudication (Conduct Regulatory Compliance Review)

High Level Description	
Purpose	Determine whether an application or agency motion complies with public land laws and regulations. Involves many steps and usually results in the issuing of a decision document, conveyance, or recommendation to decision-makers.
Actors	Adjudicator
Precondition	Application, Agency Motion or other initiating document is received.
Postcondition	Validity determined or recommendation(s) made to deciding official Determination of regulatory compliance, including recommendations, is issued to deciding officials.
Description	Adjudicator may verify parcel, conduct land status check, create case and or serialize
Cross reference	Uses: PM 0-3, PM 0-4

	Extends: ???
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000) and maps (MTP, LSA)
Requirements addressed	

PM 1-3 Reject Application

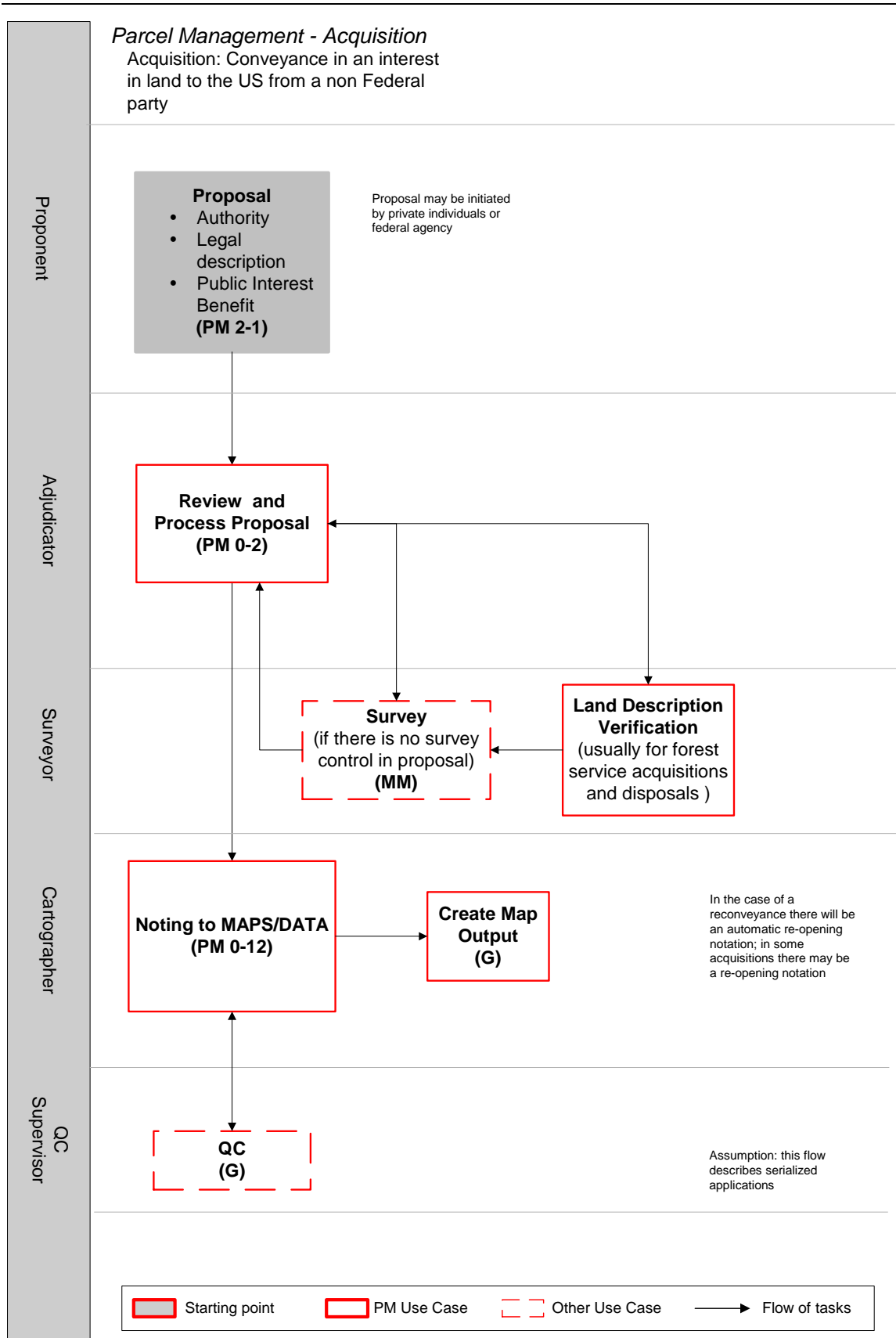
High Level Description	
Purpose	Issue decision that totally rejects or rejects in part an application. For example, the lands applied for are not available or the application doesn't meet the requirements of the law. The case file is closed when the decision rejecting the application in total is final.
Actors	Adjudicator
Precondition	It is determined that an application or portion of an application is not valid
Postcondition	A decision rejecting an application is issued and becomes final.
Description	A decision is issued that totally rejects or rejects in part an application
Cross reference	
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000) and maps (MTP, LSA)
Requirements addressed	

PM 1-4 Issue Title Conveyance Document

High Level Description	
Purpose	Issue document that conveys title to land. Patents, deeds, interim conveyances (IC) and tentative approval (TA) are the primary documents. No patent document is issued when federal law directly conveys title. The land is required to be surveyed prior to conveying title. However, under the Alaska Statehood Act and under the Alaska Native Claims Settlement Act, IC and TA convey title subject to future survey of the land. A confirmatory patent is issued once the land is adequately surveyed and monumented. Case files

	are closed when all of the lands remaining selected are patented.
Actors	Adjudicator
Precondition	An application for title to land is determined valid and ready for conveyance.
Postcondition	A conveyance document is issued.
Description	A document that conveys title to land.
Cross reference	
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (ALIS, ALPS, LR2000) and maps (MTP, LSA)
Requirements addressed	

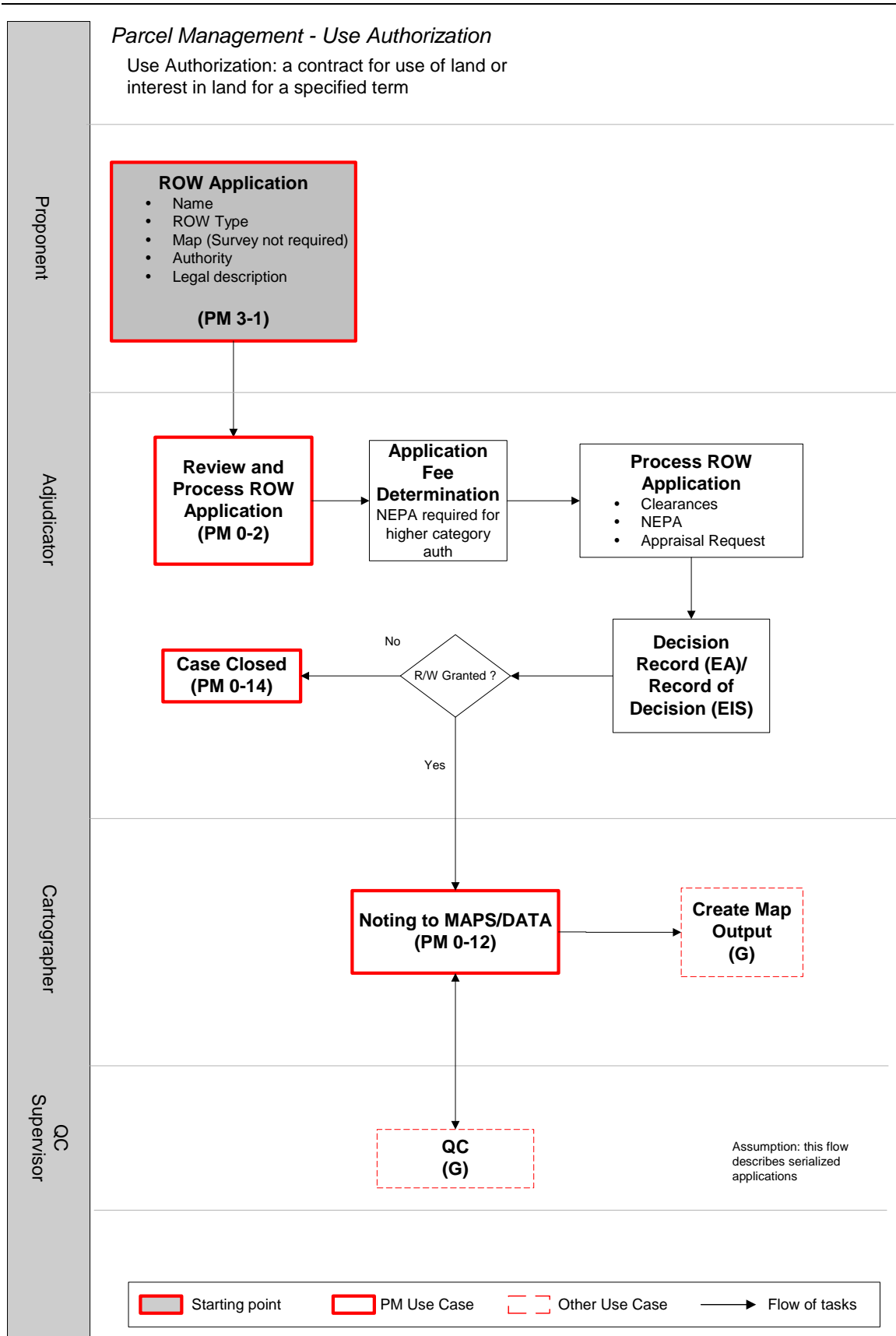
Series 2 – Acquisition Use Cases



PM 2-1 Acquire Rights in Title

High Level Description	
Purpose	Transfer of a right in title to the US from a non-Federal party
Actors	Adjudicators, Surveyor, Cartographers, QC Supervisor
Precondition	Proposal to transfer land to the US is received.
Postcondition	Rejection of proposal is issued or Rights in Title are acquired and noted to maps/data.
Description	Adjudicator would determine public benefit, review and process proposal, verify land status, create case file, verify land description, request survey (if necessary), edit parcel fabric, and note to MAPS/DATA
Cross reference	Uses: PM 0-2, PM 0-12
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (LR2000/ALP)
Requirements addressed	

Series 3 –Use Authorization Use Cases



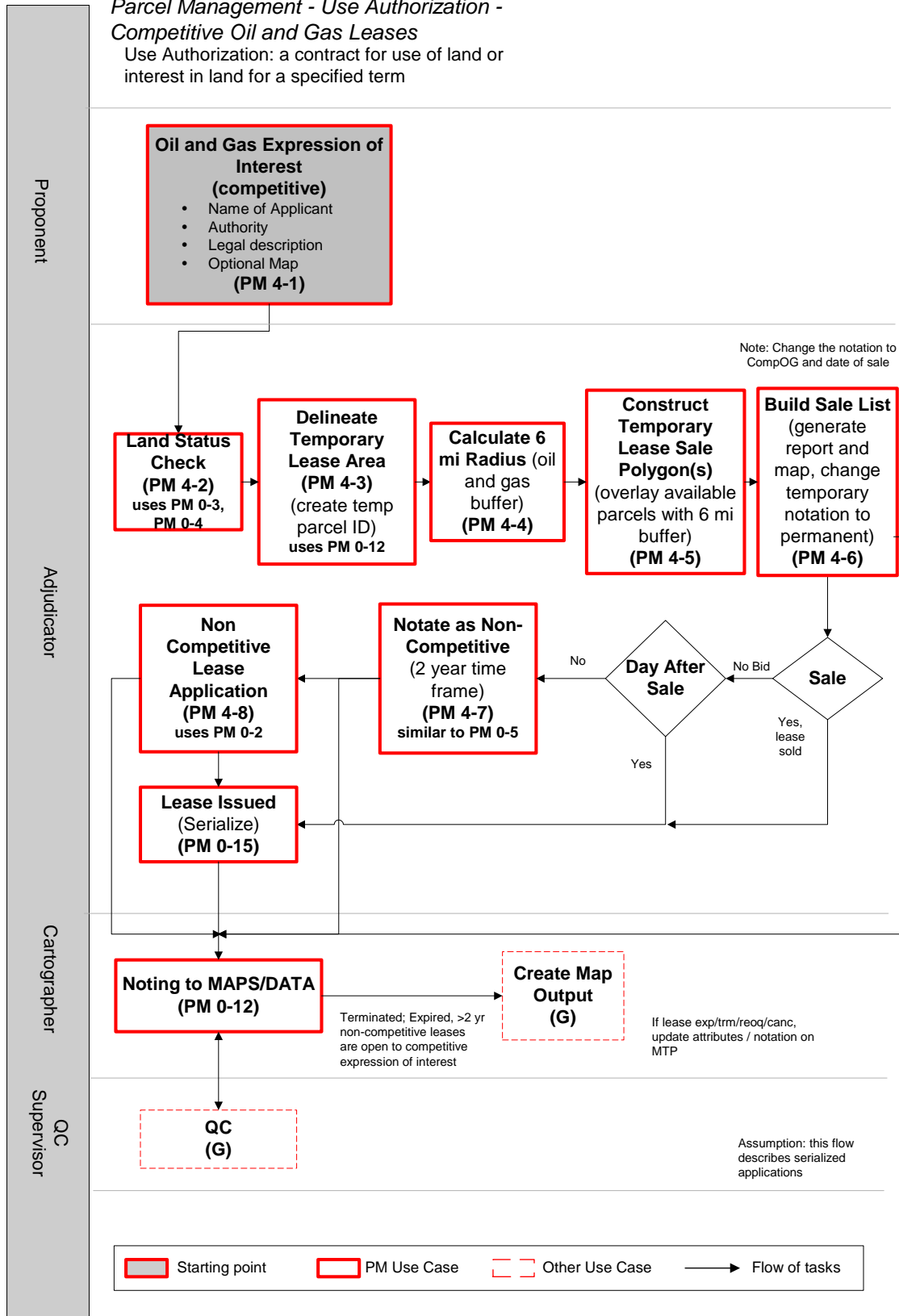
PM 3-1 Receive and Initiate Consideration of ROW / TUP Applications

High Level Description	
Purpose	Receive and initiate consideration of formal requests for ROWs or Temporary Use Permits over, under, upon public and federal lands.
Actors	Proponent (Private individual, Federal, State, Local gov't agency, corporation, partnership or other business agency)
Precondition	Initiating Action
Postcondition	Application put into new or existing case file and ready for adjudication.
Description	Formal application for new or amended ROW or TUP. Application contains name of applicant, purpose & need, map & legal description.
Cross reference	
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (LR2000/ALP)
Requirements addressed	

Series 4 – Oil and Gas – Competitive Leases Use Cases

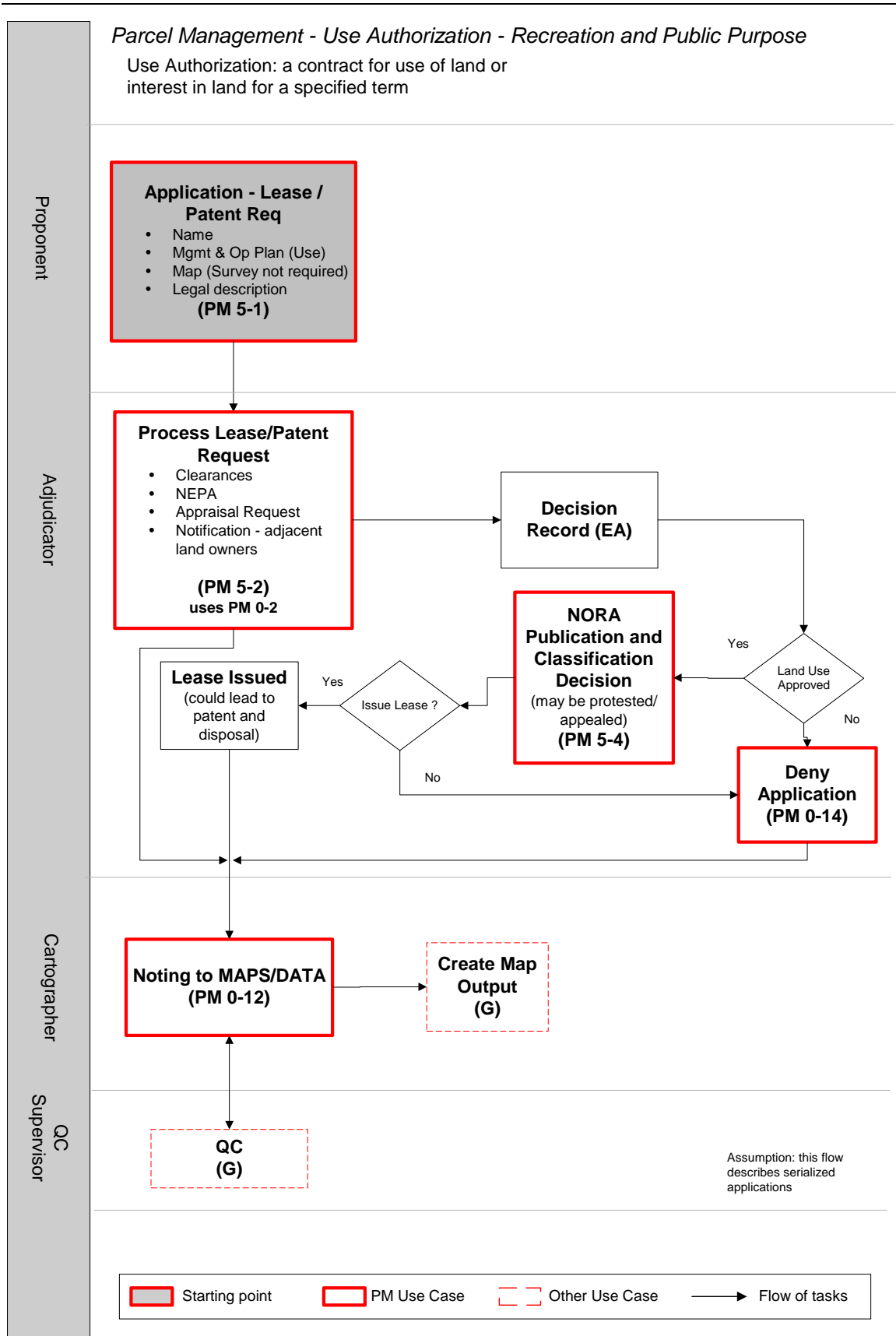
Parcel Management - Use Authorization - Competitive Oil and Gas Leases

Use Authorization: a contract for use of land or interest in land for a specified term



PM 4-1 To Be Completed

Series 5 – Recreation and Public Purpose Use Cases



PM 5-1 Receive and Initiate Consideration of Application to Lease/Patent Public Land

High Level Description	
Purpose	Receive and initiate consideration of formal request to lease and/or patent public land under the Recreation & Public Purposes Act. May include petition request to Classification public land suitable for R&PPs.
Actors	Proponent (Non-profit associations & corporations, Federal, State & local municipalities.
Precondition	Initiating Action
Postcondition	Application put into new or existing case file and ready for adjudication.
Description	Formal application/petition for lease/classification or patent of new or existing lease. Application contains name of applicant, Plan of Development & Management, legal description and application fee.
Cross reference	
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (LR2000/ALP)
Requirements addressed	

PM 5-2 Conduct Public Interest Review of Application to Lease/Patent Public Land

High Level Description	
Purpose	Conduct review to determine whether application/petition is in the public interest.
Actors	Adjudicator
Precondition	Application, Agency Motion or other initiating document is received.
Post condition	Validity has been determined for recommendation(s)
Description	Adjudicator would request resource clearances, prepare NEPA document, request appraisal, notify adjoining landowners & interested parties.
Cross reference	Uses PM 0-2
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (LR2000/ALP)
Requirements addressed	

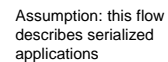
PM 5-3 (Blank – Deleted During Analysis)

PM 5-4 Notify Public of BLM Decisions (Publish in NORA)

High Level Description	
Purpose	Notify public of BLM classification decisions and announce proposals to implement land use decisions.
Actors	Adjudicators
Precondition	Case Processing completed
Post condition	Public notified of BLM decisions.
Description	The public is notified of BLM decisions via publication in the NORA, which announces both BLM classification decisions and land use decisions included in the NEPA Decision Record). Classification decisions are ultimately protestable to the Secretary of the Interior. Land use decision are appealable to IBLA.
Cross reference	
Development Implications and Considerations	
Data considerations	Involves interaction with external databases (LR2000/ALP)
Requirements addressed	

Series 6 – Congressional Segregation Use Cases

Dedication of public lands for a special purpose. Also a restriction or limitation on the use of the land



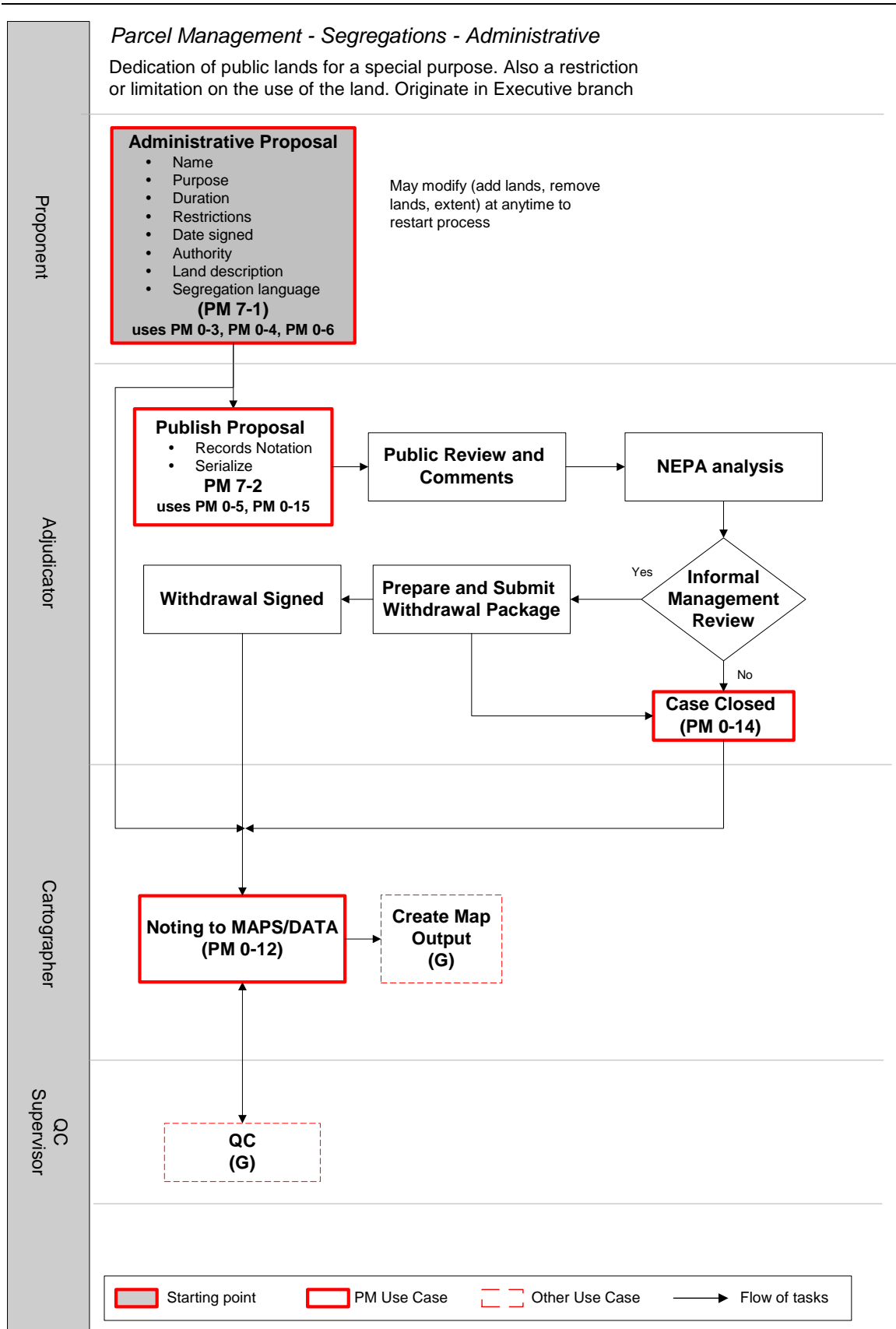
PM 6-1 Modify Databases to Reflect Acts of Congress

High Level Description	
Purpose	Update BLM information to reflect public lands directives legislated by Congress. Legislation designating certain public lands for a specified management purpose is proposed and passed from time to time. (This is referred to as a “withdrawal” of land for a particular legislated purpose), The legislation normally identifies the agency that will manage the “withdrawn” land, designates the name to be used for those lands, describes the geographic boundary, establishes the general and/or specific purposes or objectives for managing the lands, and may include specific allowed or prohibited activities. As the implementing agency, BLM must modify its records to show all of this information.
Actors	Adjudicator, Cartographer
Precondition	Databases reflect policies and land status existing before Congressional Action.
Postcondition	Congressional decision is posted to Case file, serialized, and noted on all relevant public land tenure records.
Description	Legislation may describe certain geographic features and require a designated management agency to submit a detailed map to Congress at a specified future date. In a few instances, legislation may provide a specific legal description (usually only when the designation is for a very small area). In some cases, the agency designated to manage the lands has produced a map in advance, at the request of Congress.
Cross reference	Create Case, Noting to Maps/Data.
Development Implications and Considerations	Selection of line segments that would be assembled to create the exterior boundary of a Congressionally designated area would require overlay of multiple base map and natural resource inventory themes . Where a map exists, the land records should utilize the underlying line segments in order to base changes on the best measurements.
Data considerations	Links to external databases that describe the Congressionally-designed withdrawal of land, and to those geographic objects that provide one or more line segments utilized in creating a boundary.
Requirements addressed	

PM 6-2 Note General Vicinity of Land Withdrawals on Public Land Tenure Records

High Level Description	
Purpose	Provide notes on public land tenure records describing the existence of withdrawals of land by Congressional legislation or FERC when only its general vicinity is known.
Actors	Cartography Tech
Precondition	A legislated or FERC withdrawal, where the general area is known but the exact boundary is uncertain.
Postcondition	A text notation in the right hand margin of the public land tenure records identifying the name and type of withdrawal, segregation and approximate (nominal) location.
Description	Where the exact boundary of a designated withdrawal is not certain, text notation in the margin of the plat satisfies the requirement for notifying the public that a withdrawal exists in that area.
Cross reference	
Development Implications and Considerations	May involve overlay of multiple base map and natural resource inventory themes, to identify the approximate geographic location of lands. If a map exists, it would be so imprecise as to be useless for scaling or overlay purposes.
Data considerations	Links to external databases that describe the withdrawal.
Requirements addressed	

Series 7 – Administrative Segregation Use Cases

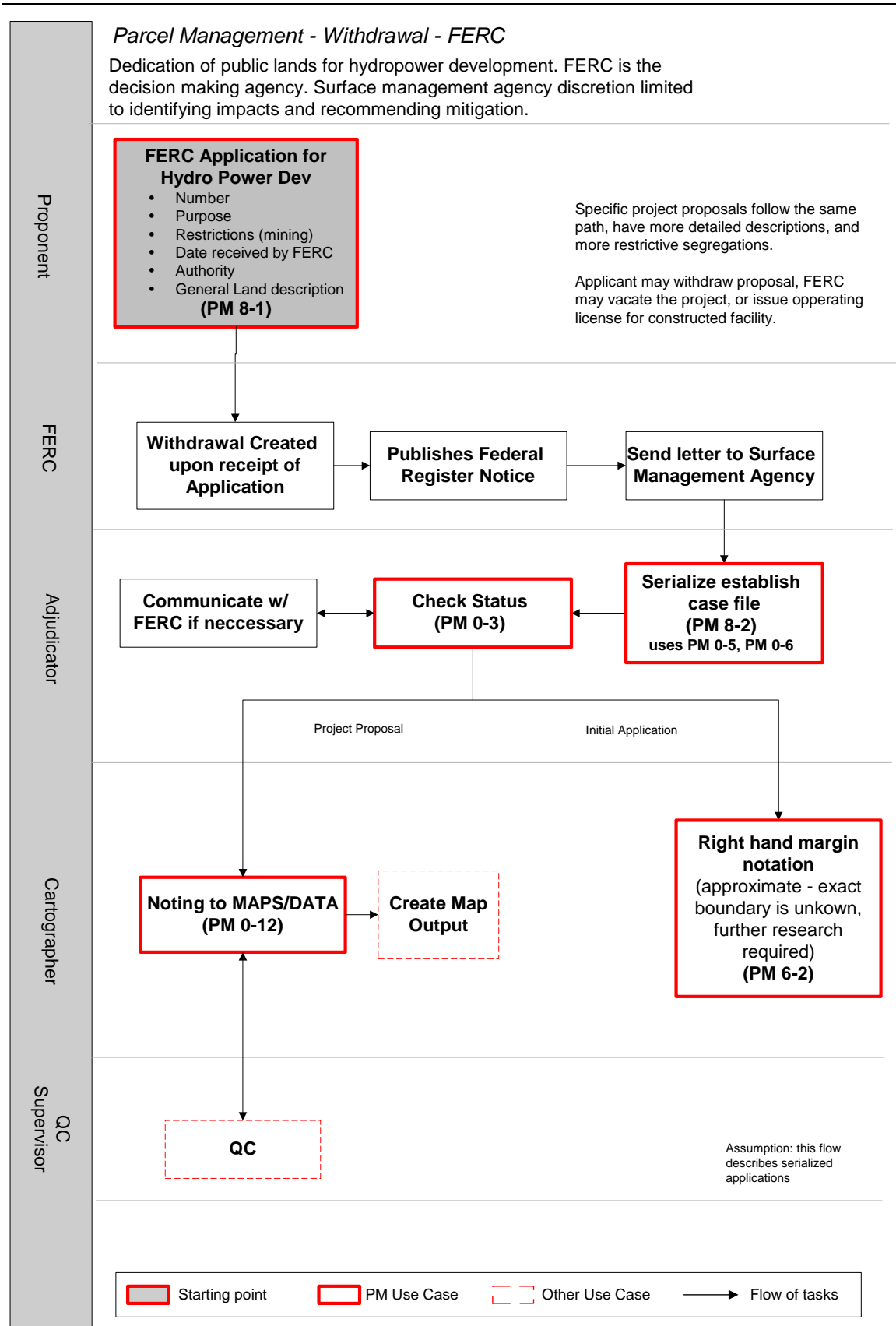


PM 7-1 Segregations – Administrative Proposal

High Level Description	
Purpose	To administratively establish a special designation for certain public lands, where Congress has delegated the authority to make such designations, to the President or a Department Secretary.
Actors	Executive Branch official (President, Secretary of the Interior, Secretary of Agriculture, etc.)
Precondition	Enabling legislation that grants authority to a specified official to establish special designations of public lands. The legislation would prescribe the purpose for such designations, and any limitations on the delegated authority (e.g., purpose, duration, segregations allowed, acreage, notification or consent of Congress, etc.).
Postcondition	
Description	<p>Administrative withdrawals are first proposed, analyzed, and then either approved or rejected.</p> <p>A case is established, and documentation prepared to justify the need for a special designation of public lands. The proposal identifies the authority for making such a proposal, the reasons why a special designation is needed, the agency or administrative unit responsible for management, the geographic area to be designated, the acreage within that geographic area, and segregations required to prevent negative impacts while the proposal is being studied. If the proposal is approved, then environmental analysis and public meetings ensue, to consider the range of alternatives and narrow consideration to a single recommended configuration. Assuming internal and public support for a permanent withdrawal exists, the designation document is sent to the delegated official along with briefing materials, the completed environmental analysis, maps, summary of public comment, and whatever else is required by the agency (or agencies) involved.</p>
Cross reference	
Development Implications and Considerations	Administrative withdrawals are discretionary, and so the agency has the time to create detailed maps of the withdrawal. During environmental analysis, maps for each alternative analyzed will be created. The final recommended withdrawal may be one of the alternatives analyzed, or a composition of geographic features from several of the alternatives.
Data considerations	Links to external databases that describe the withdrawal, and to those geographic objects that provide one or more

	line segments utilized in creating a boundary.
Requirements addressed	

Series 8 – FERC Withdrawal Use Cases



PM 8-1 Note FERC Withdrawal of Land on Public Land Tenure Records

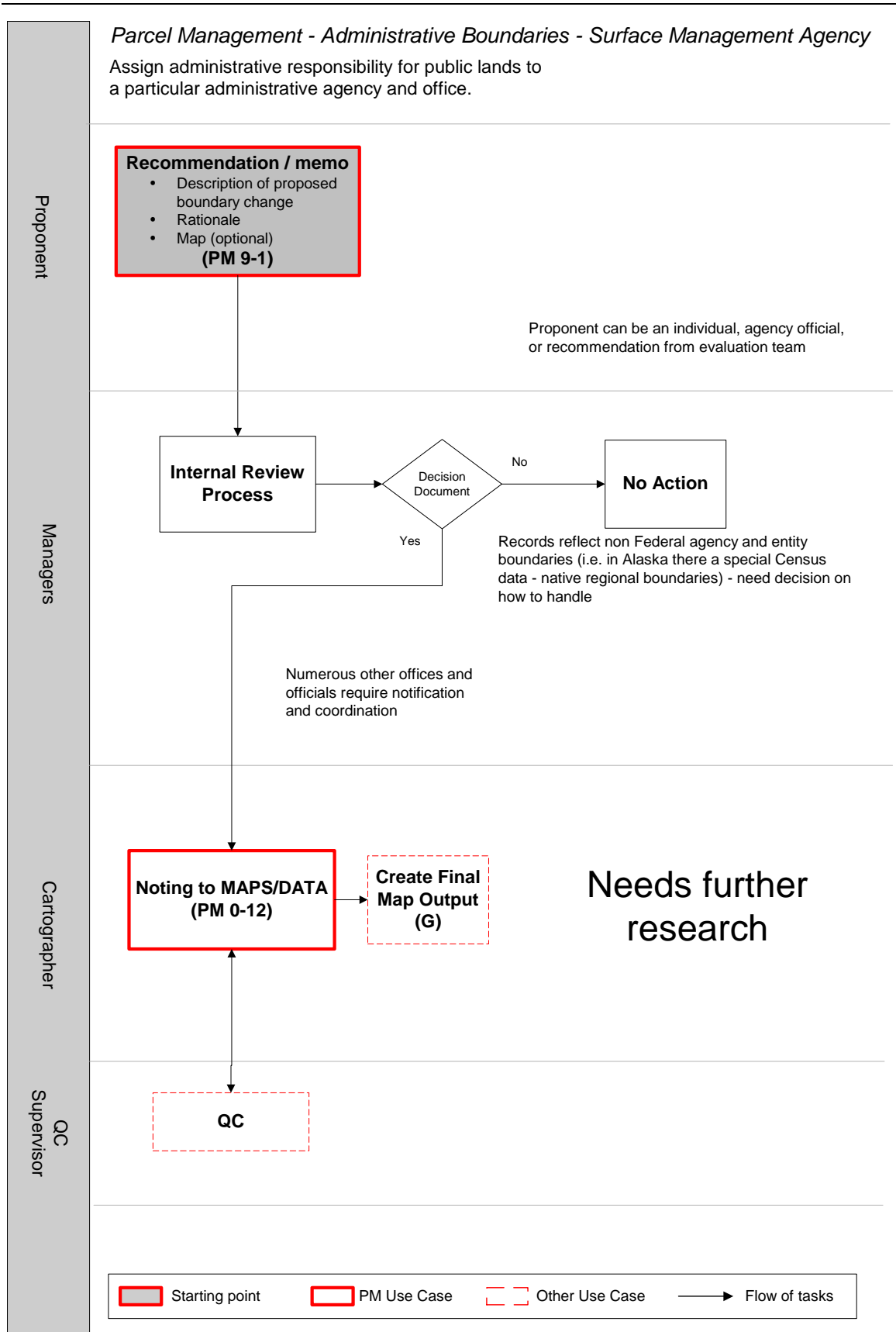
High Level Description	
Purpose	Set aside land for hydropower development.
Actors	Proponent, FERC, Adjudicator, Cartotech
Precondition	Application from an individual or organization interested in developing the hydropower potential in a specific location submitted to FERC.
Postcondition	Notation of the public land tenure records
Description	Public lands are withdrawn upon receipt of an application at FERC. The applicant is required to identify what general area is to be developed, and the type of facility contemplated. The Federal Power Act specifies the segregation on receipt of an application, and the additional segregations when a license is issued. FERC assigns a project number to the proposal. Whenever BLM discovers an application has been filed with FERC, a case file is established, serialized, and a right hand margin notation made to the public land tenure records.
Cross reference	Create case. Note Maps/Data.
Development Implications and Considerations	Applications rarely have any map suitable for use in record notation, and (at best) may provide a small map of the general area.
Data considerations	Links to external databases that describe the withdrawal. If an actual map is provided, geographic objects (usually hydrographic features and contours) may be utilized in establishing a boundary.
Requirements addressed	

PM 8-2 Segregation for FERC Power Project

High Level Description	
Purpose	Authorize development of a hydropower site.
Actors	Proponent, FERC, Adjudicator, Carto Tech
Precondition	Application to FERC from project proponent (individual or organization) to construct a hydropower site at a specific location.
Postcondition	Notation of the public land tenure records
Description	Detailed site plan and engineering drawings will show all facilities to be constructed (dam, buildings, penstock, roads, transmission lines, etc.). The Federal Power Act specifies the segregation when a license is issued.
Cross reference	Note Maps/Data.

Development Implications and Considerations	Because site plans and engineering drawings are so detailed, will need to scale up and establish a single external boundary of all physical features for public land tenure record notation.
Data considerations	Links to external databases that describe the withdrawal, and to those geographic objects that provide one or more line segments utilized in creating a boundary.
Requirements addressed	

Series 9 – Administrative Boundary Cases



PM 9-1 Administrative Boundaries – Congressional

High Level Description	
Purpose	To establish or modify the organizational structure and geographic extent of an executive agency management responsibilities.
Actors	Members of Congress. Really?
Precondition	Need for a new agency, or need to modify agency organization based on geographic extent that was established through legislation.
Postcondition	New agency administrative boundaries.
Description	Ten regions are prescribed by the enabling legislation for (GSA, OMB?), and for region-based agencies, exceptions must be approved at the Department level (if administrative adjustment is authorized) or by statutory amendment by Congress. Other administrative boundaries (generally to the State level) have also been established by Congress. This is the first level of subdivision within an agency. Generally, an agency may not alter the organizational construct (region-to-state or state-to-region) without Congressional approval. Within certain limits, the Executive Branch may modify administrative boundary.
Cross reference	
Development Implications and Considerations	No case file is established, as the boundaries represent a base map layer that is used by many other systems.
Data considerations	Access to existing political and administrative boundaries, and those major geographic features most often used in establishing boundaries (rivers, drainage boundaries, lines of latitude or longitude).
Requirements addressed	

Note: Have not found examples of legislation that describes agency administrative units. Bureau of Land Management and Department of the Interior manuals all point to OMB circulars and regulations for guidance on organizational subdivisions and authorities for modifications. Need to check citations, as it may be that Congress has delegated some organizational boundary approvals in the legislation that created the Office of Management and Budget.

PM 9-2 Administrative Boundaries – Agency Designation

High Level Description	
Purpose	To further subdivide an agency's administrative units, below

	the first level of organizational subdivision.
Actors	Department Secretary or delegated alternate.
Precondition	Functional need to establish field offices in more than one location below the first level of organization subdivision, and to associate a geographic extent to each field office.
Postcondition	
Description	
Cross reference	
Development Implications and Considerations	
Data considerations	
Requirements addressed	